



## **CITY OF KENMORE**

### **BUSINESS REGISTRATION PROGRAM**

The City Council adopted Ordinance No. 13-0356 on April 22, 2013 which establishes an annual Business Registration Program for businesses that are physically located in Kenmore, Washington. (Kenmore Municipal Code Chapter 5.105)

The 2009 Economic Development Strategy recommended a Business Registration as a good way for the City to connect with local businesses to be able to learn more about the needs of local businesses. Other expected benefits are:

- Provides the foundation for creating a Kenmore Business Directory for those businesses who wish to be included in it;
- Helps identify business clusters and other information that helps the City in marketing and designing initiatives aiding local businesses—an example is home based businesses;
- Revenue from the program will be directed to promoting the Kenmore business community and other programs for local businesses, such as the Kenmore Business Alliance; and
- Helpful emergency contact and safety information will be available for public safety agencies.

The City has joined about 60 Washington cities who work with the Washington Department of Revenue's (DOR) Business Licensing Service, for convenient, online registration and renewal services.

#### **Who Will Need a City Business Registration?**

- Businesses who are located in Kenmore, with a gross annual income over \$12,000
- Nonprofit organizations located in Kenmore
- Kenmore businesses with gross annual income under \$12,000 may register voluntarily

#### **Who is Exempt from City Business Registration?**

- Businesses located outside Kenmore that are doing business with Kenmore customers
- Minors
- Schools and Universities
- Churches
- Farmers selling their own products
- Government agencies, including Vendors at City sponsored events

#### **When Does the Program Begin?**

Kenmore businesses who are active and currently registered with the state Department of Revenue will receive a letter from the Department of Revenue with information on the program in early April 2014. Business owners will be asked to complete information for the City of Kenmore Business Registration on the enclosed form and send it back within 60 days to the Department of Revenue, along with any

applicable fee. Businesses who do not respond within the 60-day period will need to register as a new business, with the applicable fees due upon registration.

Effective March 31, 2014, newly established businesses and previously established businesses that are moving into Kenmore that meet the Kenmore Business Registration requirements listed above, will be required to get a City of Kenmore Business Registration.

### **What is the Cost to Register?**

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| Existing Kenmore Business 2014 Fee:    | \$21 (City of Kenmore)  |
| Renewal Fee (effective 2015)*:         | \$21 (\$10 City of Kenmore; \$11 Department of Revenue Administrative Fee)  |
| New City Business Registration:        | \$29 (\$10 City of Kenmore; \$19 Department of Revenue Administrative Fee)  |
| New Non Profit Organizations:          | \$19 (\$0 City of Kenmore; \$19 Department of Revenue Administrative Fee for initial registration; a copy of your 501(c) is required) Non Profit Organizations with existing State tax registrations will not be subject to a fee at the time of City Business Registration in 2014 |
| Non Profit Organizations 2015 Renewal: | \$11 (\$0 City of Kenmore; \$11 Department of Revenue Administrative Fee)   |

\*Please note that if your business requires other State of Washington endorsements for certain activities (such as beer/wine sales), your annual renewal date may change. City Business Registration fees may be prorated at the first renewal. Your business will have **one** renewal date and **one** annual payment for all applicable state and local registrations.

In addition to the new Business Registration, the City of Kenmore will continue to require regulatory business licenses for certain types of businesses, such as second-hand sales and some entertainment businesses.

Note: Pursuant to Kenmore Municipal Code 5.105.060.F, a person engaged in business in the City must comply with all applicable City ordinances and code provisions, and state and federal laws. Receipt of a business registration does not waive this requirement.

**How Do I Get My Business Listed in the Kenmore Business Directory?** Businesses with a Kenmore Registration have the **option** of being included in a new, online Kenmore Business Directory. Please go to <http://dor.wa.gov/kenmore> to provide your business information for the new directory. The directory will be online in Summer 2014, and will be updated monthly as new business listings are added.

For more information please go to the City website [www.kenmorewa.gov](http://www.kenmorewa.gov) or call 425-398-8900

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